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1302

STUDENT OUTLINE

DUTIES OF THE BATTALION EMBARKATION,
TEAM EMBARKATION OFFICER (TEO)
AND COMBAT CARGO OFFICER (CCO)

LESSON PURPOSE: The purpose of this lesson is to introduce the 0402 Lieutenant to the duties of the Battalion Embarkation, Team Embarkation (TEO) and Combat Cargo Officers' (CCO). Learning Objectives are neither specified nor measured; however, classroom presentation will provide the following information:

- a. General duties of a Staff officer
- b. Duties of a Special Staff Officer.
- c. Functional Billets of the Embarkation Officer, TEO and CCO.
- d. Required knowledge needed by the Embarkation, Team Embarkation (TEO) and Combat Cargo Officers (CCO) to perform their respective duties.
- e. Duties of the Embarkation, Team Embarkation and Combat Cargo Officers

1. **TYPES OF STAFF OFFICERS:**

a. General Staff Officer:. A Commanders staff consists of those officers who assist and advise the Commander. Functions common to all staff officers include providing information and advise, making estimates, making recommendations, preparing plans and orders, advising other staffs and subordinate commands of the commander's plans and policies, and supervising the execution of plans and orders. The Commander and his staff should be considered as a single entity. However, no staff officer has any authority in his

capacity as a staff officer over any subordinate unit of the command.

b. Special Staff Officer: Within their respective fields, Special Staff officers act as advisors, planners, supervisors and coordinators. They are authorized direct access to the Executive Officer and direct liaison with other staff sections in matters of primary interest to those sections.

c. Functional Billets:

(1) Officers assigned to the Landing Force, major amphibious ships, and naval staffs within the amphibious Force. These Officer's are specially trained in supporting deployment and distribution planning through the use of automated information systems (AIS), coordinating transportation support for a unit operation/deployment, supervising unit moves are called Unit Embarkation, Team Embarkation and or Combat Cargo Officers. These officers must be knowledgeable in the techniques of movement planning and have the ability to supervise the movement of troops and equipment on transportation assets. These officers are invaluable to the commander.

(a) At the Battalion level or higher and on the Landing Force Staff, such officers are called Embarkation officers. They have the status of special staff officers in the headquarters in which they are assigned.

(b) In a naval organization, such officers are called ship (or staff) Combat Cargo Officers (CCO).

(c) Embarkation Officers and CCO's advise and assist their respective commanders in planning the embarkation and supervising its execution.

(d) When the Commander, Amphibious Task Force (**CATF**) delegates to Commander, Landing Force (**CLF**) the responsibility to embark naval attachments and LF units, the embarkation officer and CCO will plan and execute the embarkation of not only the Landing Force but the Naval Support Element (NSE).

2. REQUIRED KNOWLEDGE. Embarkation Officers' and CCO's must be familiar with the following subjects so that they may efficiently carry out their respective duties:

- a. Naval customs and terminology.
- b. Standard ship organization.
- c. Applicable Tables of Organization (T/O), Table of Allowances (TAM), and Table of Equipment (T/E).
- d. Amphibious Task Force organization.
- e. Landing Force organization.
- f. Landing Force tactical (Landing Plan) and logistic plans.
- g. Classification of supplies and equipment (e.g., 10 classes of supply, TAM commodities, ammunition, hazardous material, etc.).
- h. Standing operating procedures (SOPs) for preparing supplies and equipment for loading, including packing, crating, marking, and waterproofing.
- i. Characteristics of hazardous or dangerous cargo (e.g., ammunition, electrolyte, compressed gasses, lithium batteries, corrosives) for loading purposes, including packaging, handling stowage, and security requirements. Some categories of ammunition (e.g., self-contained systems like missiles, grenades) have special security requirements when embarking them on commercial shipping (especially foreign-flagged ships).
- j. Characteristics of classified cargo (e.g., cryptographic) and sensitive cargo like the M1A1 tank.
- k. Format and proper use of the Ship Loading Characteristics Pamphlet (SLCP).
- l. Loading and unloading time factors.
- m. Characteristics of amphibious and strategic ships, strategic airlift, Landing craft, other amphibious vehicles, and helicopters.
- n. Current directives for Landing Force Operational Reserve Material (LFORM) and Mission Load Allowance (MLA).
- o. Foreign intelligence activity impacting on loading and unloading.

q. The use of the Logistics Automated Information System (LOGAIS) in order to manage and disseminate transportation information.

3. EMBARKATION OFFICERS AND COMBAT CARGO OFFICERS IN GARRISON

a. Unit Embarkation Officer: Every unit down to battalion or squadron level has an Embarkation Officer and assistant(s) assigned. Infantry Battalions, Independent Battalion's (Tanks, AAV, Artillery RECON) and Battalions resident within the Force Service Support Group (FSSG) generally assign a collateral duty of Embarkation Officer to Assistant Logistics Officer (S-4 Alpha). The duties of these officers are covered in local SOPs; however, the following is a list of common duties and responsibilities.

(1) Review current T/O and T/E.

(2) Ensure you have the number and correct grade of 0431 Basic Logistics Embarkation Clerks that you rate per your T/O.

(3) Review Turnover Folder.

(4) Review Desk Top Procedures.

(5) Make Liaison with the G/S-3 and review:

(a) Marine Corps Training Exercise Employment Plan (MCTEEP).

(b) Status Of Resources and Training System (SORTS). You will do this to ensure you and the Operations Officer are both aware of any deficiencies and or movement requirements.

(6) Review garrison database in MDSS II:

(a) Ensure all personnel and equipment are accounted for by subordinate units or sections, regardless if it is "on hand", "in maintenance", "short" or "deployed".

(b) Ensure the proper number of embarkation boxes and pallets are on hand for a total deployment of the Battalion.

(7) Review Training requirements and ensure your personnel have received the correct level of MOS training.

(8) Review past inspection results (min last two), hone in on trends. Ensure those trends that were identified have in fact been corrected; if not discuss corrective actions with your Embarkation Chief, formulate a plan and implement the plan and supervise its completion.

(9) Conduct a unit level embarkation inspection of all subordinate units and sections.

(a) Ensure subordinate units and sections have assigned an Embarkation representative in writing, and that those representatives are properly trained.

(b) Ensure all personnel and equipment are accounted for regardless if it's "on hand", "in maintenance", "short" or "deployed".

(c) Ensure the proper number of embarkation boxes and pallets are on hand for a complete deployment of that unit or section.

(10) Conduct a liaison visit with your higher headquarters embarkation section, if necessary request a courtesy inspection (only after you have briefed your CO).

(11) Review and maintain movement data:

(a) Number of containers required per unit/section.

(b) Number of pallets required per unit/section.

(c) Number of commercial buses required to move a Unit or section.

(d) Number of non-organic trucks required to move a unit/section.

(e) Amount of outsized and oversized cargo on hand.

(12) Keep the Commander and your S-4 informed!

b. **Combat Cargo Officers (Ship and Staff)**

(1) Ship. All major amphibious ships (LHD, LHA, LPD, and LSD (CV) have a Marine officer and Marine enlisted personnel assigned as a part of the ship's company as the CCO and combat cargo assistant (CCA). While not deployed these officers work with the ships crew to ensure that Landing Force spaces and equipment are maintained in a readiness status that supports the MAGTF/Landing Force.

(2) Staff. The Surface Force Commands (SURFLANT and SURFPAC) and Amphibious Groups (PHIBGRU's) and Amphibious Squadrons (PHIBRON's) have Marine Officers' and Marine enlisted personnel assigned to the staff as the CCO and CCA. These Officers while not deployed ensure ships readiness through a vigorous inspection program and coordinating with the Ships CCO's to ensuring that the Ships Loading and Characteristics Pamphlet (SLCP) as well as the Troop Regulations reflect the ships current configuration and correct planning data.

4. EMBARKATION OFFICERS AND COMBAT CARGO OFFICERS DURING AN AMPHIBIOUS OPERATION. Corresponding levels of embarkation officers and CCO's within the organization for embarkation are shown below:

<u>LANDING FORCE ORGANIZATION</u>	<u>NAVY</u>
Landing Force Force	Amphibious Task Force
Embarkation Officer <.....>	Combat Cargo Officer
Embarkation Group	Transport Group
Embarkation Officer <.....>	Combat Cargo Officer
Embarkation Unit	Transport Unit
Embarkation Officer <.....>	Combat Cargo Officer
Embarkation Element	Transport
Element	

Embarkation Officer <.....> Combat Cargo
Officer

Embarkation Team

Ship

Embarkation Officer <.....> Combat Cargo
Officer

* Note: If you are not assigned as a Team Embarkation Officer, your duty as an Embarkation Officer for your embarking element is to break down your element into teams and provide detailed lift data to the TEO for each ship. Furthermore, you will be directly responsible for ensuring that those elements are fully prepared to execute the Embarkation Plan.

a. **Embarkation Officer During Amphibious Operations.**

(1) Landing Force Embarkation Officer. The duties of the Landing Force Embarkation officer include the following:

(a) Heads the embarkation section on the special staff of the CLF.

(b) Determines Landing Force shipping requirements for submission to the CATF.

(c) Recommends allocation of assigned shipping.

(d) Recommends scheduling of assault shipping (AFOE) to meet the Landing Force tactical and logistic requirements.

(e) Prepares the Landing Force Embarkation Plan for approval by the CLF.

(f) Coordinates all loading activities of the Landing Force.

(g) Maintains a complete and current file of SLCP(s) for amphibious ships and loading characteristics data for other type ships that may be assigned for an operation.

(h) Maintains a complete and current file of Marine Corps LFORM/MLA loading plans (LFORM Supplements are provided by the Ship's Combat Cargo Officer after each LFORM on load) for all ships assigned for an operation that have LFORM/MLA embarked.

(2) Group, Unit, and Element Embarkation Officer. The group, unit, and element embarkation officer all perform about the same duties but on a different level:

(a) Heads the embarkation section on the special staff of the embarkation group, unit, or element commander.

(b) Obtains and maintains the embarkation data for the embarkation group, unit, or element.

(c) Obtains names and types of ships to be assigned for the operation.

(d) Obtains and maintains complete and current file of SLCP(s) for amphibious shipping and loading characteristics data for other type ships, such as aircraft carriers and Military Sea Lift Command (MSC) ships assigned for the operation. (See Joint Pub 3-02.2, Chapter XIV).

(e) Obtains and maintains copies of Marine Corps LFORM/MLA load plans for all assigned ships with LFORM/MLA embarked and provides copies of applicable plans to pertinent embarkation units, element, or team embarkation officers for use in shipload planning.

(f) In conjunction with principal staff officers of the embarkation group, unit, or element and subordinate commanders, prepare the group, unit, or element organization for embarkation and assignment to shipping (OE&AS) table (See Joint Pub 3-02.2, Figure IV-1). This table is based on the organization for Landing, the basic concepts of the Landing plan, and the shipping requirements submitted by embarkation echelon commanders.

(g) Advises and assists, whenever possible, subordinate commanders in the preparation of their respective OE&AS Tables.

(h) Early in the planning phase, obtains data on stevedoring and Material Handling Equipment (MHE).

(i) Prepares a Berthing and Loading Schedule (BALS) in conjunction with the staff CCO of the transport group, unit, or element lifting the embarkation group, unit, or element. This schedule is then published as an annex to the embarkation plan.

(j) Schedules and assigns marshalling, staging and embarkation areas to subordinate embarkation units.

(k) Assigns and schedules the use of cargo assembly areas, vehicle staging areas, and embarkation points to subordinate embarkation elements or teams. Assignments are based on marshaling area and embarkation area assignments made by the embarkation group, unit, or element.

(l) Prepares a complete group, unit, or element embarkation plan for approval by the embarkation group, unit, or element commander.

(m) Advises element or team embarkation officers in the preparation of loading plans.

(n) Coordinates and supervises all loading activities within the embarkation group, unit, or element.

(o) During the ship-to-shore movement, function as a member of the TACLOG on the central control ship, primary control ship, or other designated ship.

(3) **Team Embarkation Officer**

(a) Assignment. The Team Embarkation Officer is a Commissioned Officer qualified in the field of embarkation. TEO is from the embarking organization forming the nucleus of the embarkation team. The assignment to such duty is temporary but, upon appointment, due to the demands of the TEO's duties he/she should be relieved of all other responsibilities.

(b) Assistants. Qualified assistants should be assigned to the TEO as early as possible in the planning phase. Usually, one officer and several enlisted personnel are assigned.

(c) **General Duties**. General duties of the Team Embarkation Officer include:

(1) Acts as direct representative of the Embarkation Team Commander in matters pertaining to team embarkation and cargo loading.

(2) Effects and maintains liaison between the Embarkation Team Commander and the Commanding Officer of the ship via the CCO.

(3) Prepares detailed loading plans for the ship to which embarkation team is assigned. In the preparation of loading plans, the ship CCO usually assists the TEO.

(4) Assists in planning for and executing unloading.

(d) Detailed Duties. A checklist of the duties of the Team Embarkation Officer during each phase of the amphibious operation is provided in Appendix C of Joint Pub 3-02.2.

b. Combat Cargo Officers During an Amphibious Operation. Staff CCO's are assigned to naval staff within the amphibious Forces. These assignments are to administrative organizations. With the transition from administrative to task organization, these officers assume the following duties:

(1) Amphibious Task Force Staff Combat Cargo Officer

(a) The duties of the ATF staff CCO include advising the CATF on the allocation of assault shipping and the staff supervision of loading and unloading the ships assigned to transport the Landing Force units, supplies, and equipment. The ATF CCO also has a similar responsibility for the Assault Follow On Echelon (AFOE) shipping.

(b) The ATF CCO should have complete knowledge of the composition and schedules of the assault follow-on and follow-up echelons and should also know the type of cargo embarked on each ship, as well as its unloading capability.

(c) The ATF CCO must be thoroughly familiar with the operations and capabilities of Ports Of Embarkation (POE) and Ports Of Debarkation (POD) used by the ATF.

(2) Transport Group, Unit, and Element Combat Cargo Officer. Duties of the transport group, unit, or element CCO includes:

(a) Advises and assists the transport group, unit, or element commander in matters concerning embarkation, cargo stowage, and unloading.

(b) Acts as liaison officer between the transport group, unit, or element commander and the embarkation group, unit, or element commander.

(c) Maintains a file of SLCP(s) of all amphibious ships to advise on the capabilities of these ships. This file should contain cargo handling and stowage characteristics and performance records obtained under all operating conditions.

(d) Coordinates activities of the transport unit, element, and/or ships' CCO.

(e) Collects the loading plans for the ships of the transport group, unit, or element.

(f) Reviews loading and unloading plans.

(g) Maintains up-to-date records of embarkation and unloading progress and compiles reports required by higher authority.

(h) Maintains statistical records of ship cargo handling characteristics and performance to intelligently advise or recommend the allocation of units and cargo.

(3) **Ship Combat Cargo Officer (CCO)**

(a) Assignment. The ship CCO is a commissioned or Warrant Officer qualified in the field of embarkation. The CCO is a member of the ship's complement. Each major ship of the amphibious Force normally has a trained Marine officer assigned to this duty. Ships with CCO billets include the General Purpose Amphibious Assault Ship (LHA), Multi-Purpose Amphibious Assault Ship (LHD), Amphibious Transport Dock (LPD), and LSD-49 (Cargo Variant CV). On amphibious ships such as the Landing Ship Dock (LSD) where no Marine CCO is assigned, a Naval officer, normally the ship's first lieutenant functions as the ship CCO.

(b) Assistants. Each Marine CCO is permanently assigned a CCA. The LHA/LHD CCO is assigned three CCA's; all other CCO's have one CCA assigned. The CCA is a Marine Staff

Non-Commissioned Officer and, like the CCO, is a member of the ship's complement.

(c) General Duties. General duties of the CCO include:

(1) Acts as direct representative of the ship's commanding officer.

(2) Effects and maintains liaison with the team embarkation officer.

(3) Assists the team embarkation officer in preparing detailed load plans for the ship.

(4) Coordinates and supervises execution of the loading plan.

(5) Assists in planning for and executing unloading.

(d) Detailed Duties. A checklist of the duties of the ship's combat cargo officer during each phase of the amphibious operation is provided in Appendix D Pub 3-02.2

REFERENCES

1. FMFM 3-1 COMMAND AND STAFF ACTION
2. JP 3-02.2 JOINT DOCTRINE FOR AMPHIBIOUS EMBARKATION